



## High School Site Coordinator

Communities In Schools of the Gulf South, Inc. seeks a qualified counselor or social worker to implement its evidence-proven model of integrated student services on the campus of a charter school that serves students in a high school setting. The Site Coordinator is responsible for planning, organizing, implementing and coordinating CIS activities and programs on the campus. The Site Coordinator interfaces with campus personnel and coordinates school functions with the CIS program and CIS administration. The Site Coordinator will provide assessments, referrals, and counseling or supportive guidance and connect numerous community service providers to the students who need them. Superior communication, organization, and team building skills are required. Minimum of an LMSW or PLPC is required. Full-time, year-round position with benefits.

**Education:** Minimum of a LMSW or PLPC as determined by the President.

**DOL Status:** Exempt

**EEO Category:** 2. Professional

**Reporting Structure:** This position is supervised by a Director of Student Services and may supervise other staff such as AmeriCorps members, repositioned staff, interns and/or volunteers.

### **Essential Functions:**

- Manage program at CIS site(s)
- Conducts Needs Assessment on a whole school level
- Conducts School Support Plan for whole school in collaboration with school staff
- Coordinates at least 4 education enhancement, special enrichment, motivational or recreational activities during the school year that touch 75% of the school population
- Collaborates with teachers and campus administration, to develop an individual service plan (ISP) for a minimum of 60 students or 10% whichever is greater
- Implements the ISP for those 60 students including monitoring and re-assessment
- Reports on Case Progress and End of Year status

- Ensures services are recorded in CISDM by the 5th day of the following month they were provided
- Provides referrals
- Provides follow-up
- Prepares and submits reports as needed
- Provides service to students without an ISP on an as needed basis (such as crisis, or basic needs distribution)
- Complies with CIS Total Quality Standards
- Participates in the CIS team approach to service delivery and problem solving
- Provides other activities and duties as directed by supervisor
- Maintains professional relationships with schools, agencies and organizations
- Supports the transfer of supplies and materials at office or school level

**Specific Job Competencies:**

- Demonstrates agency core competencies
- Clinical Skills
  - Assess client needs and strengths with accuracy
  - Plan, implement and evaluate effective interventions and service plans
  - Use effective therapeutic communication skills (active listening, open-ended questions, non-judgmental, client-centered, empathy, conflict resolution, de-escalation)
  - Maintain professional boundaries and awareness of personal values
  - Seek out professional consultation and supervision
  - Document clinical services in accordance with CIS and professional standards
- Communication
  - Understand the purpose of communication and use appropriate method of communication for the situation
  - Use clear and specific language utilizing “I” statements
  - Display active listening skills
  - Respond to phone and email messages in a timely manner
  - Use discretion when sharing information
  - Establish a system for information sharing and follow-up

- Organizational Skills
  - Ability to organize work flow to meet goals
  - Attention to detail
  - Strong recordkeeping and documentation skills
  
- Computer Skills
  - Demonstrate basic office automation skills in order to fulfill job responsibilities
  - Seek out formal or informal training to increase computer skills to more effectively perform job skills
  - Compile notes and other written information to share with co-workers and new staff to solve recurring computer issues and questions
  - Demonstrate an increase in proficiency over time with the basic use of computer equipment and standard software operations.
  
- Supervisory Skills
  - Provide direction and structure to support supervisees' work
  - Model excellence in core competencies and professional behavior
  - Maintain balance of work tasks and supervisee support
  - Assess and implement individualized supervision based on assessed needs, strengths and input from supervisee
  - Provide clear and consistent expectations and communication
  
- Teaching and Training
  - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
  - Employ a wide variety of creative and diverse techniques suitable for audience to support learning goals
  - Incorporate a process of feedback to evaluate effectiveness
  - Create clear objectives and expectations

**Other Qualifications:**

- Experience in working with school-age children
- Ability to work with diverse cultural backgrounds
- Willingness and ability to tutor students
- Flexibility, resourcefulness, enthusiasm and high energy.
- Must have a valid Louisiana driver's license and automobile insurance.
- Criminal background check required.